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# GLOSSARY OF SIGNIFICANT TERMS

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## **ACTIVITIES**

The major programs and projects performed by a department.

## **ACTIVITY AND PROGRAM DATA STATISTICS**

Data, which reflects the volume (quantitative measure) of work, performed in the significant activities of a department/program. As the County implements its strategic planning process, this information will be transitioned to performance measures (see definition in this listing).

## **APPROPRIATION**

The legal authorization to make expenditures and incur financial obligations for goods and services during the budget year. Appropriations are authorized in department budgets by fund.

## **APPROPRIATION UNIT**

One or more expenditure accounts grouped by purpose, including:

1. Personnel Costs
2. Operating Expenses
3. Interdepartmental Charges
4. Fixed Assets/Improvements
5. Debt Service

## **ADOPTED BUDGET**

The budget approved by the County Board in November for the following fiscal year beginning January 1.

## **ASSESSED VALUATION**

A valuation set upon real estate and certain personal property, by the municipal assessor, as a basis for levying property taxes. (See equalized value)

## **ASSETS**

Property and resources owned or held which have monetary value.

## **AUTHORIZED POSITIONS**

Regular full-time or regular part-time positions as authorized by County Board approved ordinance.

## **BADGERCARE**

State Medical Assistance program providing health benefits to children and parents in working families with income below 185% of the federal poverty level that do not have access to health insurance.

## **BALANCE SHEET**

A statement which discloses the financial condition of an entity by assets, liabilities, reserves, and equities of a fund or account group at a specific date to exhibit financial position.

## **BALANCED BUDGET**

A budget in which revenues and expenditures are equal. Waukesha County's budget is balanced, as County budgeted total expenditures are funded by a combination of various external revenue sources (e.g., intergovernmental grants, licenses fees, fines, etc.) property taxes and funds available for appropriation in fund balances as identified in the prior year CAFR.

## **BCA (BASIC COUNTY ALLOCATION)**

The major state-funding source for County Human Service Department programs. These funds can be broadly used to pay for social services and services for mentally disabled persons.

## **BOND OR PROMISSORY NOTES**

Bonds are typically used for long-term debt.

## **BOND RATING**

A level of risk assigned to general obligation promissory notes assessed by a rating agency. The higher the rating, the less risky the notes are. Waukesha County has a Aaa bond rating, which represents the lowest risk it is possible to obtain. Waukesha County is one of less than thirty Countries in the nation with a Aaa bond rating.

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## **BONDED DEBT**

The portion of indebtedness represented by outstanding bonds, which include general obligation promissory notes that are backed by approved, irrevocable future tax levies for debt service.

## **BUDGET**

A plan of financial operation embodying an estimate of proposed expenditures and revenues for a given calendar year. It specifies the type and level of county services to be provided, while limiting, through the appropriation process, the amount of money that can be spent. Budgets are adopted for the following fiscal year but can be modified. Most local governments have two types of budgets--the "operating" budget and the "capital" budget.

## **BUDGET BOOK**

The official written document prepared by the budget office and supporting staff, which presents the Executive's proposed budget to the County Board for review and the final adopted document, subsequent to County Board approval and Executive veto (if necessary).

## **BUDGET MESSAGE**

The opening section of the budget, prepared by the County Executive, provides the County Board of Supervisors and the public with a general summary of the most important aspects of budget policy, including changes from the current and previous fiscal years.

## **BUDGETARY CONTROL**

The control or management of a governmental unit in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorization. Waukesha County controls at the appropriation unit level.

## **BUDGETED POSITIONS**

Authorized positions that are funded in the current or ensuing budget year.

## **COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**

The County's primary financial statements, prepared in conformity with generally accepted accounting principles. These statements are subject to review by a public accounting firm, and provides information used by bond rating agencies, prospective investors, regulatory and funding agencies and other interested parties.

## **CAPITAL BUDGET**

A budget including those approved capital projects contained in the first year of the five-year capital projects plan.

## **CAPITAL EXPENDITURES**

The cost of acquisition of operating equipment items, which includes fixed assets and capital projects expenditures.

## **CAPITAL OUTLAY**

The cost of acquisition of operating equipment items such as vehicles and office equipment greater than \$5,000. These items generally have a useful life greater than one year but less than ten years and are included in an organization's operating budget.

## **CAPITAL PROJECT**

An active or proposed nonrecurring expenditure in one or more specified plan years of an amount usually in excess of one hundred thousand dollars (\$100,000.00) for costs associated with a permanent fixed asset (e.g. building, land, highway and technology improvements, equipment) which has a useful life or extends the useful life of an existing fixed asset, usually in excess of seven (7) years.

## **CAPITAL PROJECTS PLAN**

A plan for capital expenditures to be incurred each year in the future five-year period. The first year in the plan is adopted as the Capital Budget.

## **COMMISSIONS AND BOARDS**

Members consist of both County Board Supervisors and citizens. Most commission and board members are appointed by the County Executive and approved by the County Board. Responsibilities include making policy recommendations to the Executive on decisions that affect county government services and operations.

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## **COMMUNITY OPTIONS PROGRAM WAIVER (COP-Waiver; COP-W)**

Provides Medical Assistance funding for home and community-based care for elderly and physically disabled citizens who have long-term care needs and who would otherwise be eligible for Medical Assistance reimbursement in a nursing home. County participation was mandated effective January 1, 1990.

## **COMMUNITY INTEGRATION PROGRAM IA (CIP I A)**

A Medical Assistance funded program to provide community services to persons who are relocated from the State Centers for the Developmentally Disabled. County participation was mandated effective January 1, 1996.

## **COMMUNITY INTEGRATION PROGRAM II (CIP II)**

A Medical Assistance funded program to provide community services to elderly and physically disabled persons *after a nursing home bed is closed*. County participation was mandated effective January 1, 1990.

## **CONTINGENCY FUNDS**

Assets or other resources set aside to provide for unforeseen expenditures or for anticipated expenditures of uncertain amounts.

## **COUNTY BOARD CHAIRMAN**

A County Board member elected by the County Board. This full-time position refers all matters directed to the County Board to the appropriate standing committees of the Board, and also is responsible for determining the meeting agendas and for conducting the proceedings of the Board at its meeting. The County Board Chairman serves as Chairman of the Executive Committee and at any joint meeting of County Board Committees.

## **COUNTY BOARD OF SUPERVISORS**

The acting County legislative body. Comprised of thirty-five supervisors elected from separate districts. Supervisors are elected for two-year terms in April of even numbered years.

## **COUNTY EXECUTIVE**

A non-partisan position elected at large for a four-year term. The Executive is responsible for coordinating and directing all administrative and management functions of the County, which are not vested in other elected officials. The Executive has the power to appoint the heads of all County departments, except those headed by elected officials or State statutory boards and commissions. The Executive appoints the members of most boards and commissions. Appointments are subject to County Board confirmation. A major responsibility of the County Executive is budget preparation and its submission to the County Board. The County Executive may veto a resolution or ordinance passed by the County Board, and the Executive may exercise a partial veto of legislation that involves an appropriation. A two-thirds vote of the Members elect of the County Board is necessary in order to override a County Executive veto.

## **CSDR**

Community Services Deficit Reduction Funding, a federal funding source that reimburse counties for a portion of Medical Assistance eligible costs

## **DEBT**

An obligation resulting from borrowing money. Debts of school systems include bonds, time warrants, notes, and floating debt.

## **DEBT LIMIT**

The maximum amount of gross or net debt legally permitted.

## **DEBT RATE LIMIT**

The maximum debt rate at which the County may levy a tax, imposed by the state legislature based on the 1993 debt rate limit.

## **DEBT SERVICE**

Cost of principal, interest, and service costs pertaining to long-term notes or bonds, which are issued to finance capital projects.

## **DEFEASANCE**

Defeasance occurs with the refunding of an outstanding bond issue before the final payment, or provision for future payment, of principal and interest on a prior issue.

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## **DEFICIT**

The excess of expenditures/uses over revenues/resources.

## **DEPARTMENT**

A major county office (agency) that administers programs and operations.

## **DEPRECIATION**

A business operating expense, which reflect the annual benefit derived from capitalized fixed asset purchases, these costs are calculated for proprietary funds (i.e., internal service and enterprise funds only) in accordance with Generally Accepted Accounting Principals.

## **DESIGNATED FOR SUBSEQUENT YEAR**

A portion of this year's unreserved fund balance to provide for the excess of expenditures and other financing uses over revenues and other financing sources budgeted in the next year.

## **EFFECTIVENESS INDICATOR**

A type of performance measure that identifies results, accomplishments or quality of the item or service provided.

## **EFFICIENCY INDICATOR**

A type of performance measure that reports the measure of how much output or outcome can be produced or provided by a given resource level or how much input it takes to produce a given level of outcome. Indicators that quantify the relationship between inputs and outputs which can be expressed as productivity ratios or as unit-cost ratios.

## **EMPLOYEE BENEFITS**

Compensation in addition to regular salary or wages provided to an employee. This includes health insurance, life insurance, dental insurance, Social Security, Wisconsin Retirement, and salary continuance (disability insurance).

## **ENCUMBRANCE**

Obligations in the form of purchase orders, contracts, or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is established.

## **EQUALIZED PROPERTY VALUATION**

Equalized value is the statutory full market value of all taxable property within each jurisdiction (except agricultural land is valued based on income). The State Department of Revenue analyzes market sales statewide to estimate the full market (or equalized) value for each jurisdiction. Equalized values provide a means of comparing different jurisdictions, even if they are assessed at different percentages of market value. Equalized values are used to apportion the levies of overlying districts (for example, schools and counties) to the municipalities within them. Also, they are used in distribution formulas for certain types of state aid to local governments. The state values are needed because municipalities assess property at varying percentages of market value.

## **EQUITY**

The excess of assets over liabilities generally referred to as fund balance.

## **EUOTF (END USER OPERATIONS & TECHNOLOGY FUND)**

The End User Operations & Technology Fund is an internal service fund established to finance common technology infrastructure for County users. The fund is managed on a total cost of ownership basis and includes the following costs: the replacement and maintenance of personal computers, printers and copiers; software licensing and support; help desk and training; maintenance of County network hardware and software; backup and recovery functions and other costs related to making technology available to users.

## **EXPENDITURE**

This term refers to the outflow of funds paid, or to be paid, for an asset obtained or goods and services obtained, regardless of when the expense is actually paid. This term applies to all funds. NOTE: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

## **FINANCIAL STATEMENTS**

Presentation of financial data, which shows the financial position and the results of financial operations of a fund, a group of accounts, or an entire entity for a particular accounting period.

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## **FISCAL YEAR**

A twelve-month period to which the annual operating budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. Waukesha County uses a January 1 to December 31 calendar year as its fiscal year.

## **FIXED ASSETS/IMPROVEMENTS**

Costs of all equipment items (over \$5,000) used by agencies. This category includes capital outlay, small office equipment items, large automotive equipment, and major maintenance projects, but excludes capital projects as defined by County Code and indicated above.

## **FULL TIME EQUIVALENT (FTE)**

A term used to compare the hours budgeted for regular full-time and regular part-time, temporary part-time and overtime based on 2,080 hours annually of a full time position.

## **FUNCTIONAL AREA**

Departments are grouped in the annual budget according to the related functions, which they perform. The budget has eight functional areas including: Justice & Public Safety, Health & Human Services, Parks, Environment, Education and Land Use, Public Works, General Administration, Capital Projects, Debt Service, and Non-Departmental.

## **FUND BALANCE**

The excess of assets over liabilities (Fund Equity), which are defined as:

***Reserved Fund Balance*** – A portion of fund balance, which is not available for other expenditures and is legally segregated for a specific use.

### ***Unreserved Fund Balance***

- ***Designated*** – A portion of fund balance established to indicate tentative plans for financial resource utilization in a future period. Such plans are subject to change and may never be legally authorized or result in expenditures such as designations for operations and for subsequently budgeted expenditures.
- ***Undesignated*** – The remainder of fund balance which is neither reserved nor designated.

## **FUNDS**

A fund is defined as a fiscal entity, which is segregated for the purpose of accounting and budget reporting. Following is brief definition of the major types of funds used by Waukesha County.

1. **Capital Projects:** to account for financial resources to be used for the acquisition or construction of major facilities or equipment.
2. **Debt Service:** to account for the accumulation of resources for, and the payment of, general long-term debt and interest (other than enterprise and internal service fund debt).
3. **Enterprise:** to account for operations that are financed and operated similar to private businesses with the intention that the costs of providing goods or services to the general public is to be financed or recovered primarily through user charges (e.g. golf courses).
4. **General:** to account for all financial resources used to fund general government operations not accounted for by other funds.
5. **Internal Service:** to account for the cost of providing goods or services by one department to another department on a cost-reimbursement basis (e.g. printing).
6. **Special Revenue:** to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. (e.g. library funds)

## **FUND PURPOSE**

A statement which describes the reasons why the Fund exists, mainly it is used to describe the purpose of certain special revenues and proprietary (Internal Services and Enterprises) Funds.

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## **GENERAL OBLIGATION BONDS**

When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation bonds. The County is authorized and required by law (section 67.05 (10) Wisconsin Statutes) to levy on all property taxable by the County such advalorem taxes, without limitation as to rate or amount as may be necessary to pay the notes.

## **IM**

Income Maintenance, used generally to describe services and associated funding related to the providing of economic support services such as food stamps, low income child care and medical benefits, etc.

## **INPUT INDICATORS**

A type of performance measure indicating the volume of resources used in delivering a program or service.

## **INTERDEPARTMENTAL CHARGES**

Costs of all supplies, materials, or services purchased by one county department from another county department (mainly Internal Service funds).

## **LIS (LAND INFORMATION SYSTEM)**

A Land Information System is an integrated computerized system, which links land parcel locations to digital mapping and databases concerning property information (e.g., address, zoning, civil boundaries, etc.)

## **MA (MEDICAL ASSISTANCE)**

Medicaid (Title XIX) program, which pays for necessary health care services for persons whose financial resources, are not adequate to provide for their health care needs.

## **MAJOR FUNDS DEFINITIONS**

A fund is considered major if it is the primary operating fund of the County or meets the following criteria: (a) Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type, and (b) The same element of the individual governmental fund or enterprise fund that met the 10 percent test is at least 5 percent of the corresponding total for all governmental and enterprise funds combined. In addition, any other governmental or proprietary fund that the County believes is particularly important to financial statement users may be reported as a major fund. The County has five major funds: General, Human Services, Long Term Care, Debt Service and Airport.

## **MISSION**

A statement defining the major reasons for the existence of the department, including its purpose in County government.

## **MODIFIED BUDGET**

An ordinance and fund transfer as a result of unanticipated revenues and/or expenditures can change the adopted budget; it then becomes a modified budget.

## **OBJECTIVES**

The level of services or specific achievement an agency expects to or plans to accomplish in the budget year. Objectives should reflect desired outcomes or results as identified in the strategic plan.

## **OBLIGATIONS**

Amounts which a governmental unit may be required to legally meet out of its resources, including both liabilities and unliquidated encumbrances.

## **OPERATING BUDGET**

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets in government is usually required by law. Even when not required by law, annual operating budgets are essential for sound financial management and should be adopted by every government.

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## **OPERATING EXPENSES**

Cost of all utilities, supplies, materials, travel, and tuition expenses necessary for the operation of a department. Also includes costs of all services purchased from outside vendors.

## **OPERATING TRANSFERS**

All interfund (between fund) and intrafund (within funds) appropriation transfers other than residual equity transfers, (Fund Balance), e.g. legally authorized, to the appropriation unit of the fund through which the resources are to be expended.

## **OTHER FINANCING SOURCES**

Funds received from general long-term debt proceeds, operating transfers in, and material proceeds of fixed asset dispositions. Such amounts are classified separately from operating revenues.

## **OTHER FINANCING USES**

Funds used for operating transfers out. Such amounts are classified separately from expenditures.

## **OUTPUT INDICATOR**

A type of performance measure that reports the quantity or volume of products and services provided by the program.

## **OVERLAPPING DEBT**

The proportionate share of the debts of local governments located wholly or in part within the limits of the reporting government, which must be borne by property within each government.

## **PER CAPITA INCOME**

Total county income divided by the total county population.

## **PERFORMANCE MEASURES**

Indicators that allow the assessment of program accomplishments.

## **PERSONNEL COSTS**

Costs of all salary and non-salary compensation incurred in accordance with County policy. Includes wages, longevity, and overtime compensation paid to county employees. This also includes compensation for sick leave, holiday, vacation and education leaves. Major employee benefits include: County pension and Social Security contributions, health, life, dental and disability insurance.

## **POSITION SUMMARY**

The list of budgeted full-time positions within each program. Positions are expressed in terms of full-time work year equivalents (FTE); which is approximately 2,080 hours.

## **PROGRAM**

The primary identifiable financial unit of a department, which groups department functions and activities that have a common purpose.

## **PROGRAM BUDGET**

A budget that focuses upon the mission, function and objectives of a department rather than upon its detailed (line item) object classes of expenditures.

## **PROMISSORY NOTE**

A written promise to pay (debt) a specific sum of money (called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate).

## **PROPERTY TAX**

Taxes levied on both real and personal property according to the property's equalized valuation and tax rate.

## **RESERVE**

An account used to earmark a specific portion of fund balance to indicate that it is not available for other expenditures uses, but is designated for a specific purpose.

## **RETAINED EARNINGS**

An equity account reflecting the accumulated earnings of a proprietary (enterprise) fund.



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### **REVENUES**

Financial resources received from tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income. There are several budget categories of revenue, which the County receives, including:

1. General Government Revenues—Contracts/grants funds mainly from state and federal sources for the support of programs.
2. Fines and Licenses--Funds received as a result of penalties paid by persons having been found in violation of state laws and County ordinances. Fees received from the sale of County issued licenses and permits to citizens and business entities to enable them to carry out regulated activities.
3. Charge for Services--Funds received as payment for services performed by County agencies.
4. Interdepartmental Revenues--Funds received for payments made or services performed by County agencies for other County agencies.
5. Other Revenues--Funds received for rents, commissions, and other commercial-type income. Also, transfers from other funds and proceeds from borrowing.

### **STANDING COMMITTEES**

There are seven standing committees of the County Board organized on functional lines. The Executive, Finance and Personnel committees deal with administrative policy matters; whereas, the remaining four standing committees (Judiciary and Law Enforcement; Health and Human Services; Land Use; Parks and Environment; Public Works; are concerned with policy matters affecting public services. Committees make recommendations to the Board on all budget and legislative matters that have been referred to them.

### **STATE AID**

Funds made available by the legislature for distribution to each local unit of government based on a prescribed formula of distribution to offset some expenses.

### **STATUTE**

A written law enacted by a duly organized and constituted legislative body.

### **STRATEGIC PLAN**

Formal long-range plan that defines and identifies organizational goals that will allow the organization to achieve its mission.

### **SUNSET CLAUSE POSITIONS**

Those authorized positions created by County Board approved ordinances, which include a clause to reduce or eliminate a position or budget for that position if the designated funding source is subsequently reduced or terminated.

### **TAX LEVY**

The total amount of revenues to be raised by property taxes, for the purposes stated in the budget, to support County activities. Property taxes are levied in the current year for subsequent year appropriations.

### **TAX LEVY BUDGET BASE**

The amount of tax levy included in the current year adopted budget.

### **TAX LEVY RATE (MILL RATE)**

The amount of taxes levied for each \$1,000 (mill) of assessed property valuation. For example, a tax levy budget of \$2.5 million (total property tax assessment) with a property tax base of \$1 billion (value of all taxable property) would generate a levy rate of \$2.50 per \$1,000 of assessed value. On a house value at \$100,000, the property tax would equal \$250 (\$100 x \$2.50).

### **TAX RATE LIMIT**

The maximum rate at which the County may levy a tax, imposed by the state legislature based on 1993 tax rate limit.



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### **TID DISTRICTS**

Tax Incremental Financing (TID) Districts are areas of redevelopment, within a municipality, designated to finance public projects that stimulates development or redevelopment that would not otherwise occur. The area involved is designated a TID district. To finance the cost of improvements, property taxes levied on any increased property value within the TID district are diverted from the overlying taxing jurisdictions (municipal, school district, vocational district and county) and, instead, are placed in a special account. The money in the account is used to pay the project costs.

### **TNR**

True Non-Resident, term used to describe a resident in a non-library community.

### **UNFUNDED POSITIONS**

An authorized position with no funding appropriation provided for the current or ensuing budget year.

### **VETO**

The County Executive may delete or stop approval on a resolution or ordinance passed by the County Board by veto action and may exercise a partial veto of legislation, which involves an appropriation. A two-thirds vote of the members elect of the County Board is necessary in order to override a County Executive veto action.

### **W-2 (WISCONSIN WORKS)**

State program that replaced AFDC (Aid to Families with Dependent Children), cash benefits are limited to 60 months and are contingent upon recipients taking a job or engaging in job training.

### **YOUTH AIDS**

Funding source distributed by the State of Wisconsin Department of Corrections to pay for state correctional services for youths found by the courts to be delinquent, and to fund correctional alternative programs and services at the county level.